

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 323-0276



March 21, 1983

ALL-COUNTY LETTER NO. 83-22

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE FISCAL OFFICERS
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY STAFF DEVELOPMENT OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming instructions for the January through March 1983 quarter. Included are instructions related to County Medical Services Program (CMSP), Staff Development, Welfare Fraud-Purchase of Services, and Super/Umbrella Agency Approvals.

The following forms are to be used for the January through March 1983 quarter claim and are forwarded to counties separately.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	7/82	DFA 327.8	1/83*
DFA 325.1A	7/81	DFA 327.8A	10/82
DFA 325.2	1/83*	DFA 327.8B	10/82
DFA 325.3	10/82	DFA 327.8C	1/83*
DFA 325.4	1/83*	DFA 327.8D	1/83*
DFA 325.4A	1/83*	DFA 403	7/82
DFA 325.4B	1/83*	DFA 50	11/82
DFA 327.1	1/83*	DFA 419	1/83*
DFA 327.2	1/83*	DFA 43	1/83*
DFA 327.3	1/83*	DFA 46	1/83*
DFA 327.4	1/83*	DFA 47	1/83*
DFA 327.5	10/81	DFA 323	1/83*
DFA 327.6	1/83*	DFA 856	4/82
DFA 327.7	1/83*		

*Indicates revisions this quarter.

County Medical Services Program (CMSP)

All-County Letter (ACL) 83-04 notified the counties that Chapter 328, Statutes of 1982 (AB 799) deleted the medical indigent-adult (MIA) population from the Medi-Cal Program. Counties were instructed by the State Department of Health Services (SDHS) to implement the eligibility determination process for the transfer of MIA's effective January 1, 1983. This legislative change is reflected on the January - March 1983 Administrative Claim by the establishment of three new lines on the DFA 327.2 - County Medical Services Program; Refugee Resettlement Program-County Medical Services Program; and Cuban/Haitian Entrants Program - County Medical Services Program. These new lines continue throughout the administrative claim with the total expenditures collected on the DFA 327.7. These expenditures are forwarded to SDHS who has the responsibility for determining the proper reimbursement to the counties. Counties are to continue reporting their time to these new areas in accordance with the time study instructions issued in ACL 83-04.

Welfare Fraud - Purchase of Services

The DFA 325.2, Group III, C - Welfare Fraud, has been revised to show the proper identification of the purchase of services costs that relate to the district attorney's investigators performing fraud investigation activities.

Costs are to be reported to program with the appropriate salaries and benefits and support costs shown separately. Do not include salaries and benefits of fraud staff employed by the county welfare departments in this area. These costs are to be included in Group I, C on the DFA 325.1. See ACL 81-103 and ACL 81-69 for further clarification on welfare fraud.

Staff Development

The DFA 325.2, Group IV, Staff Development Costs, has been revised to show the separate identification of operating costs in order to provide for direct charges of out-service training costs as outlined below.

Tuition, books, travel, per diem, and educational materials for out-service training are to be claimed on the DFA 325.2, Group IV, 4, Training Direct Costs, and identified to the appropriate programs. These costs are then combined with the trainees salary and benefits and direct charged accordingly on the DFA 325.4.

The counties are to report in Group IV, 2, Staff Development Operating Costs, the operating costs of the staff development office (i.e., postage, supplies). These costs are then combined with the trainer's salary and benefits and allocated to program and functional categories, based upon trainer time studies, on the DFA 325.4. For further staff development claiming instructions see ACL 83-02.

Super/Umbrella Agency Approvals

The Department of Health and Human Services (DHHS) in conjunction with the State Department of Social Services (SDSS) have changed the policy on the approval process for Super/Umbrella Agency Cost Allocation Plans and Indirect Cost Rate Proposals (ICRP).

The current procedure requires counties with Super/Umbrella Agencies to submit the Cost Plans on ICRPs on a concurrent basis to DHHS and SDSS for review and approval prior to claiming. Technical assistance is then provided by SDSS and comments and recommendations regarding the proposal are given to DHHS.

Recently, SDSS received notification that DHHS will no longer review and approve Cost Plans or ICRPs. As a result, effective with the preparation of the Fiscal Year 1982/83 Cost Plan or ICRP, counties with Super/Umbrella Agencies will not be required to submit documentation to DHHS for review and approval. The only exception is for those county umbrella agencies that have been granted a provisional approval for an ICRP which has not been finalized. Such counties must submit to DHHS an ICRP based on actual expenditures for each applicable year.

Any county wishing to claim umbrella agency costs will continue to be required to document its cost allocation procedures and retain those procedures in their files. The procedures and resulting costs will be subject to later audit. A copy of the procedures are to be forwarded to the Fiscal Policy and Procedures Bureau, Administration Policy Unit to support Super/Umbrella Agency claiming.

Claiming Form Changes

The changes are detailed below:

1) DFA 325.2

Direct Cost

In Group III, removes Welfare Fraud, C,1 Personal Services and C,2, Operating Costs.

In Group IV, Staff Development costs, moves operating costs to Line 2, moves trainee personal services to Line 3 and adds training direct costs, Line 4.

2) DFA 325.4

Staff Development Distribution - Part I

Removes page number from form.

3) DFA 325.4A

Staff Development-Eligibility and Nonservices Program Distribution-Part 2

Adds program listing in accordance with Eligibility/Non-service Time Study (DFA 323).

4) DFA 325.4B

Staff Development Social Services Program Distribution-Part 3

Adds program listing in accordance with Social Services Time Study (DFA 47).

5) DFA 327.1

Social Services Program Distribution

Rearranges the Refugee Resettlement Programs and Cuban/Haitian Entrant Program.

6) DFA 327.2

Eligibility and Non-service Program Distribution

Adds Line F, County Medical Services Program - Non-RRP/CHEP. Combines Refugee Resettlement - General Relief and Refugee Resettlement - Non-AFDC on Line M. Adds Line N, Refugee Resettlement - County Medical Services. Combines Cuban/Haitian Entrants - General Relief and Cuban/Haitian Entrants - Non-AFDC on Line Q. Adds Line R, Cuban/Haitian Entrants-County Medical Services.

7) DFA 327.3

Welfare Fraud Time Summary, Function-Allocation Ratios and Cost Distribution

Changes footnote Part I, column 7, to read, "DFA 325.1A, Line 4, EDP."

8) DFA 327.4

Services Modification Worksheet

Deletes footnote No. 1, Adoptions, Part II,B, column 1.

9) DFA 327.6

Social Services Fund Distribution Report

Rearranges Refugee Resettlement Programs and Cuban/Haitian Entrant Programs.

10) DFA 327.7

Eligibility and Nonservices Nonfederal Fund Distribution Report

Adds Line F, County Medical Services Program - Non-RRP/CHEP. Combines Refugee Resettlement-General Relief and Refugee Resettlement Non-AFDC on Line M. Adds Line N, Refugee Resettlement-County Medical Services Program. Combines Cuban/Haitian-General Relief and Cuban/Haitian-Non-AFDC. Adds Line R, Cuban/Haitian Entrant-County Medical Services Program.

11) DFA 327.8

Total Expenditures Fund Distribution Report

Adds line for County Medical Services Program-Non-RRP/CHEP.

12) DFA 327.8C

AFDC and EA Staff and Cost Distribution Report

Reflects footnote revisions in Part 1 and Part 2.

13) DFA 327.8D

Non-Assistance Food Stamps Staff/Cost Distribution Report

Reflects footnote revision in Part 1 and Part 2.

14) DFA 419

Claim Summary Sheet

Adds Line 4, Part IV training direct costs.

15) DFA 47

Social Services Time Study Summary and Program Allocation Ratios


Rearranges programs within Other County Social Services (OCSS). Rearranges the Refugee Resettlement Programs and Cuban/Haitian Entrant Programs.

16) DFA 323

Eligibility Time Summary and Program Allocation Ratios

Adds Line F, County Medical Services Program-Non-RRP/CHEP. Combines Refugee Resettlement-General Relief and Refugee Resettlement-Non-AFDC on Line M. Adds Line N, Refugee Resettlement Program-County Medical Services. Combines Cuban/Haitian - General Relief and Cuban/Haitian-Non-AFDC on Line Q. Adds Line R, Cuban/Haitian Entrant - County Medical Services.

Please refer claiming questions to the Fiscal Policy and Procedures Bureau at (916) 445-7046 or ATSS (8) 485-7046, and allocation questions to the County Administrative Expense Control Bureau at (916) 322-5802 or ATSS (8) 492-5802.



JAMES H. GOMEZ
Deputy Director
Administration

cc: CWDA